

CHIEF TRAINING OFFICER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position whose major responsibility is the direction and supervision of the training program of the fire department. The work is administrative and supervisory in nature. The chief training officer is responsible both for any subordinates assigned to the training division and for all department employees during training. He/she is responsible for the content and management of all training programs, for maintaining all records of division activities, and for coordinating the work of the training division with all other divisions of the fire department. The employee of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises all subordinate training division personnel, including any clerical or support personnel assigned to the training division. Keeps personnel records on employees, authorizes leave, assigns schedules and work loads, and writes evaluations of such personnel. Recommends discipline to the fire chief when required.

Supervises all programs administered by the training division. Schedules training (both inside and outside the department) for all department employees. Develops lesson plans and researches material to be used in training programs. May occasionally teach selected training classes.

Oversees the production and maintenance of all training division records and reports. Writes any reports required by the fire chief.

Replies to correspondence directed to the training division. Replies to telephone and other enquiries from the public concerning the work of the division. Answers questions from the media on the work of the division. Gives talks, lectures, or demonstrations to civic groups when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Chief Training Officer.

BR	11-07-63
Rev	09-17-74
	07-10-75
	06-18-79
	01-31-84
	05-22-90
	03-16-00
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